



King County

Add Emergency Contact

- 1.** Go to www.kingcounty.gov/mybenefits which will take you to the PeopleSoft self-service page. Enter your User ID and Password according to the instructions, then click the **Sign In** button.

(*Note: If you need help signing in, call 206-684-1556 or e-mail kc.benefits@kingcounty.gov*)

- 2.** Once signed in, click the **My Personal Information** link (Figure 2.1), then click the **Emergency Contacts** link from the expanded drop down menu (Figure 2.2).



Figure 2.1



Figure 2.2

- 3.** The Emergency Contacts screen will open showing your current emergency contacts. Click the button, **Add an Emergency Contact**.

Contact Name	Relationship to Employee	Edit	Delete
Rodney Toler	Spouse		

Primary Contact: Rodney Toler Change the primary contact

Add an Emergency Contact

- 4.** The Emergency Contact Detail screen will open; enter the new contact's full name in the **Contact Name** box. In the **Relationship to Employee** box, use the drop down menu to choose the relationship that best describes your emergency contact.

Contact Name:

Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Add Emergency Contact *continued*

- 5.** If your contact shares your address, check the box next to **Contact has the same address as the employee** (Figure 5.1) and skip to Step 6.

If your contact has a different address, click the **Edit Address** link (Figure 5.1) and the Edit Address screen will open (Figure 5.2). Fill in the information, then click the **OK** button.

The screenshot shows the 'Emergency Contact Detail' page for Jake Toler. It includes sections for 'Address and Telephone' and 'Address'. In the 'Address and Telephone' section, there are fields for 'Contact Name' (filled with 'Jake Toler'), 'Relationship to Employee' (set to 'Other'), and two checkboxes: 'Contact has the same address as the employee' (unchecked) and 'Contact has the same telephone number as the employee' (unchecked). Below these are dropdowns for 'Country' (United States) and 'Address Type' (Home), and a link labeled 'Edit Address' which is circled with a red oval. The 'Address' section shows the address '23509 95th Pl W Edmonds, WA 98020'.

The screenshot shows the 'Edit Address' dialog box. It has fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'State', and 'Postal'. There are dropdowns for 'Country' (United States) and 'County'. At the bottom are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red oval.

Figure 5.2

Figure 5.1

- 6.** If your contact shares your phone number, check the box next to **Contact has the same telephone number as the employee** and skip to Step 7.

If your contact has a different phone number, type the number (including area code) in the **Telephone** box.

The screenshot shows the 'Emergency Contact Detail' page for Susan McHail. It includes sections for 'Address and Telephone' and 'Address'. In the 'Address and Telephone' section, there are fields for 'Contact Name' (Susan McHail), 'Relationship to Employee' (Sister), and two checkboxes: 'Contact has the same address as the employee' (checked) and 'Contact has the same telephone number as the employee' (unchecked). Below these are dropdowns for 'Address Type' (Home) and 'Country' (United States). The 'Address' section shows the address '23509 95th Pl W Edmonds, WA 98020'. In the 'Phone' section, the 'Telephone' field contains the number '206/555-1212', which is circled with a red oval.

You can also enter a number for your contact by clicking the **Add a Phone Number** button (Figure 6.1). The Other Telephone Numbers subsection will open. Using the drop down menu, click the phone type and then enter the phone number (including area code) in the **Phone Number** box.

The screenshot shows the 'Other Telephone Numbers' dialog box. It has a table with columns for 'Phone Type' and 'Phone Number'. A dropdown menu on the left lists various phone types: Business, Campus, Cellular, Dormitory, FAX, Home, Home Email, Main, Other, Pager 1, and Pager 2. The 'Main' option is selected and highlighted with a red oval. The 'Phone Number' column contains the number '206/555-1212'.

Figure 6.1

Add Emergency Contact *continued*

7. Review the information on the Emergency Contact Detail screen, and then click the **Save** button.

Emergency Contacts
Emergency Contact Detail
Jake Toler

Address and Telephone

Contact Name: Susan McHail
Relationship to Employee: Sister

Contact has the same address as the employee
 Contact has the same telephone number as the employee

Address Type: Home

Address

Country: United States
Address: 23509 95th Pl W
Edmonds, WA 98020

Phone

Telephone: 206/555-1212

Email Address

Email Address

Other Telephone Numbers

Phone Type	Phone Number	Delete
Home	206-555-1112	Delete

Add a Phone Number

* Required Field

Save

8. A Save Confirmation screen will pop up, click the **OK** button.



9. The Emergency Contacts screen will open showing your new contact.

Emergency Contacts

Jake Toler

New emergency contact →

Contact Name	Relationship to Employee		
Rodney Toler	Spouse	Edit	Delete
Susan McHail	Niece	Edit	Delete

Primary Contact: Rodney Toler Change the primary contact

Add an Emergency Contact

Add Emergency Contact *continued*

- 10.** To make the new emergency contact your primary contact, click the **Change the primary contact** button.

Emergency Contacts

Jake Toler

Contact Name	Relationship to Employee		
Rodney Toler	Spouse	Edit	Delete
Susan McHail	Niece	Edit	Delete

Primary Contact: Rodney Toler

Change the primary contact

Add an Emergency Contact

- 11.** From the drop down menu, click the person's name that you want as primary, and then click the **Save** button (Figure 11.1). The Emergency Contacts screen will open showing the new primary contact (Figure 11.2).

Emergency Contacts

Change Primary Contact

Jake Toler Susan McHail

Primary Contact:

Rodney Toler
Susan McHail
Rodney Toler

Save

Figure 11.1

Emergency Contacts

Jake Toler

Contact Name	Relationship to Employee		
Rodney Toler	Spouse	Edit	Delete
Susan McHail	Niece	Edit	Delete

New Primary Contact

Primary Contact: Susan McHail

Change the primary contact

Add an Emergency Contact

Figure 11.2